

I. Purchasing Instructions**A. Award Description**

Awarded vendors have been pre-qualified to participate in spot market purchases”.

B. Quotation Directives

- Bid tabulations **MUST** be provided to vendors upon request, prior to award.
- All quotations are subject to the Cone of Silence. Per section 2-11.1(t) of the County code.
- Local Preferences is not applicable if the lowest priced vendor is a certified SBE or Micro/SBE.
- The most recent version of the County’s general terms and conditions apply to each quote. The latest version can be accessed by clicking on the following link <http://www.miamidade.gov/procurement/itb-terms-conditions.asp> , it is ISD Procurement Management’s suggestion to print the T&Cs for each quote and add them to the specific quote folder.

Orders over \$250 (Re: ITB Paragraphs 2.6)

- To facilitate the quotation process, the pre-qualified vendors in each group will be categorized according to the category of products and the brands/makes they represent.
- When such spot market purchases are initiated, the pre-qualified vendors for the affected group shall be invited to offer a fixed price and a firm delivery time for a specific individual purchase, or a specific purchasing period.
- It will be the County department’s prerogative to contact all the pre-qualified bidders in the affected group to request a quotation, use a rotating system to request quotations from a number of pre-qualified bidders, or to request quotation from the pre-qualified bidders for a specific brand/make or category of products within a group.
- In general, written spot market quotes will be gathered from at least (4) vendors whenever possible.
- The pre-qualified bidder offering the lowest fixed price on the total amount of the order shall be awarded the order, provided that the products proposed by the pre-qualified bidder meet the order’s specifications and requirements.
- Please view the attachment entitled “**6750-5/17 Road Map Table.xlsx**” to review the groups, categories, and brands

Order under \$250

Spot market purchases with an estimated total dollar value of \$250 or less are exempted from the quotation process.

Emergency Orders

The availability of the material, geographic location, and/or delivery time may be utilized as deciding factors for the basis of an award to a bidder when it is determined by a County department that a project is time sensitive to meet pre-established deadlines or it is an emergency situation.

PREFERENCES (Re: ITB Paragraphs 1.10, 2.2) except for federally funded entities.

TALLIES, AWARD RECOMMENDATION

- **The Bid Preference shall be applied first** to the offers received from certified SBE and/or Micro/SBE vendors (**This preference is given to vendors that are certified as SBE or Micro/SBE ONLY, NOT DBE**). The following link may be accessed to verify if a firm is a SBE or Micro/SBE vendor <http://www.miamidade.gov/smallbusiness/certification-lists.asp>

SBE Preference shall be applied first as follows and as otherwise stipulated in Section 2-8.1.1.1.1 of the Code of Miami-Dade County:

Case 1: Quotes of \$100,000 or less. (SBE – set aside, if there is enough SBE certified bidders)

Within the fiscal year, it is required that County departments expend with SBEs 100% of the total value of contracts less than one hundred thousand dollars (\$100,000.00) for goods and/or services. The departmental requirement shall be complied with unless it is determined that there is not enough SBE certified pre-qualified bidders (minimum of 3). In the event it is determined that there is enough SBE certified pre-qualified bidders, participation shall be only among SBEs, and Micro SBEs shall automatically receive a ten (10) percent bid preference.

Case 2: Quotes valued of 100,000 or less (not set-aside)

A ten (10) percent bid preference shall automatically apply for Micro Business Enterprises.

Case 3: Quotes valued over \$100,000 and up to \$1,000,000

A ten (10) percent bid preference shall automatically apply for SBEs/Micro Business Enterprises.

The departments shall deduct the preference amount from the total bid or quoted price in order to calculate the price to be used for evaluation. The price the County will pay is the original price offered (excluding the 5% or 10% evaluation factors).

A preliminary ranking shall be prepared after applying the SBE/MicroSBE preference to determine the following:

- *If based on the new evaluated prices an SBE or Micro/SBE bidder is ranked the lowest, the award of the quote will be to the SBE or Micro/SBE bidder. No other preference will be applied to this specific quote.*
- *If based on the new evaluated prices none of the SBE or Micro/SBE bidders are ranked the lowest, the following preferences will be applied to this specific quote.*

- **Local Certified Disabled Veteran**

Preference should be applied in accordance with Section 2-8.5.1 of the Miami-Dade County Code, a Local Certified Disabled Veteran Business Enterprise (VBE) shall receive a bid preference of 5% of the price bid (for the purpose of evaluation ONLY). A VBE who is also an SBE shall not receive the veteran's preference and shall be limited to any applicable SBE preferences. These preferences will only be used for evaluating and awarding the bids and shall not affect the contract price. However, if a Local Certified Service-Disabled Veteran Business Enterprise is the lowest bidder as a result of a Best and Final Bid (also known as a BAFO), then the price submitted as part of the Best and Final Bid shall be the contract price. At the time of bid submission, the bidder must affirm in writing its compliance with the certification requirements of Section 295.187 of the Florida Statute and submit this affirmation and a copy of the actual certification along with the bid.

- **Local and Locally-Headquartered Business Preference**

The evaluation of competitive bids is subject to Section 2-8.5 of the Miami-Dade County Code.

Definitions: *Local business* means the vendor has a valid business tax receipt issued by Miami-Dade County at least one year prior to bid or proposal submission, and a physical business address located within the limits of Miami-Dade County from which the vendor operates or performs business. Firms who provide goods or services which are exempt from Miami-Dade Business Tax Receipt requirements shall be required to submit documentation, to the County's satisfaction, demonstrating the physical business presence of the firm within the limits of Miami-Dade County for at least one year prior to bid or proposal submission. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address. In addition to the foregoing, a vendor shall not be considered a "local business" unless it contributes to the economic development and well-being of Miami-Dade County in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base. Vendors shall affirm in writing their compliance with the foregoing at the time of submitting their bid or proposal to be eligible for consideration as a "local business" under this section. A vendor who misrepresents the status of its firm under this Section in a proposal or bid submitted to the County will lose the privilege to claim any preference under this Section for a period of up to one year. The County Mayor, in his discretion, may also recommend that the firm be referred for debarment in accordance with [Section 2-8.4.1](#) of the Code of Miami-Dade County. *Locally Headquartered Business* means a Local Business as defined in this Section which has a Principal Place of Business in Miami-Dade County.

In any competitive bid process where award, if any, is to be made to the responsive and responsible bidder offering the lowest bid (the "Low Bidder" and "Low Bid" respectively), the following shall apply:

1. If the Low Bidder is not a Local Business, then any and all responsive and responsible Local Businesses submitting a price within ten percent of the Low Bid, the Low Bidder, and any and all responsive and responsible Locally Headquartered Businesses submitting a price within fifteen percent of the Low Bid, shall have an opportunity to submit a best and final bid equal to or lower than the Low Bid.
2. If the Low Bidder is a Local Business which is not a Locally Headquartered Business, then any and all responsive and responsible Locally Headquartered Businesses submitting a price within five percent of the Low Bid, and the Low Bidder shall have an opportunity to submit a best and final bid equal to or lower than the Low Bid.
3. Award, if any, shall be made to the responsive and responsible bidder offering the lowest best and final bid.



ROAD MAP

BID NO. 6750-5/17-4 Air Conditioning and Refrigeration Parts and Supplies, Pre-qualification of Bidders

4. Ties in best and final bid shall be resolved in the following order of priority: Locally Headquartered Business, Local Business, other business.
5. If no best and final bid is required in accordance with the provisions above, award, if any, shall be made to the Low Bidder.

At this time, there is an Interlocal Agreement for Reciprocity of Local Business and Locally-Headquartered Business Preferences in effect between Miami-Dade and Broward Counties until September 30, 2015.

C. Delivery / Pick-up(Re: ITB Paragraph 2.17 and 2.6)

The vendor(s) shall make deliveries within five (5) business days after the date that the County department orders the items, unless otherwise mutually agreed upon by the County and the bidder, in writing, at the time of the specific purchase. Items can be picked-up from the vendor by authorized County personnel.

NOTE: Additional vendors that meet the pre-qualification requirements may be added by ISD Procurement Management via addendum. **Always check the addenda log table for latest award sheet addenda and additional vendors.**

II. Pre-qualified Vendors

AWARDED VENDORS				
BUSINESS NAME	FEIN	PHONE	E-MAIL	FAX
A C engineering Inc	592246991-01	305-594-6996	jdiaz@acengineering.com	305-402-8180
Allied Controls Inc	593066664-01	407-788-0050	alliedcontrols1@cfl.rr.com	407-862-0448
American Plumbing Supply Co Inc d/b/a American Plumbing & Electrical Supply	591203555-01	305-532-3447	hgross@americanplum.net	305-532-5540
Burnett Process Inc	205181501-01	754-200-5982	info@burnettprocessinc.com	754-200-5983
Century AAA LTD d/b/a AAA Supply	650897335-01	305-362-2666	info@aaasupply.com	305-513-5886
CMH Solutions Inc	202191174-01	561-689-0377	ralexis@cmhsolutionsinc.com	561-689-0378
Condo electric Industrial Supply Inc	592377544-01	305-691-5400	condoel@bellsouth.net	305-691-6564
Design Controls Inc d/b/a DCI Systems Group Inc	592401974-02	305-571-9825	rodgomez@dcj-systems.com	305-571-9863
Economic Electric Motors Inc	592562577-01	305-471-0196	barbara@eemotors.com	305-471-4475
F J Nujent & Associates Inc	593370448-01	407-936-1139	tom@nugentco.com	407-936-1640
Filterclub of America Inc	651090699-01	800-961-5343	info@thefilterclub.com	305-598-6255
FSD Group LLC d/b/a Saez Distributors	650937274-01	305-592-2330	jorgesaez@saezdistributors.com	305-477-0709
G & A engineering & Business Inc	201180360-01	305-962-0071	sales@g-aengineering.com	305-456-8805
Gemaire Distributors LLC	591237755-02	305-592-2915	mcabrera@gemaire.com	305-477-2376



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HD Supply Facilites Maintenance LTD	522418852-01	866-455-8924	mdpartners@hdsupply.com	855-365-8083
HVAC/R International Inc	421533359-01	305-883-0655	eric@dbamericas.com	305-883-4467
Integrated Cooling Solutions LLC	270343301-01	305-406-9758	mmarrero@integratedcooling.com	305-406-9759
Kaman Industrial Technologies Corp d/b/a Florida Bearings	060914701-01	305-573-8424	prodriguez@floridabearings.com	305-573-7366
Mechanical Supplies Corp	650377976-01	305-888-0442	mechsuppl@gmail.com	305-888-6545
Miami Compressor Rebuilders Inc	592191485-01	305-576-1259	miacompres@aol.com	305-576-8186
Pats Pump & Blower LLC	043769717-01	407-841-7867	patspump@aol.com	407-648-2096
Reeve Air Conditioning Inc	590865584-01	954-962-0252	contact@reeveac.com	954-719-6391
Shelton Supply Inc d/b/a F M Shelton Inc	581986680-01	404-755-9448	fmskelton@bellsouth.net	404-756-9571
Stromquist Company Inc	580684488-01	404-695-2613	jennifer@stromquist.com	404-794-3521
Thermo Air Inc	591197815-01	954-927-9333	luisv@thermo-air.com	954-923-8003
Trane US Inc d/b/a Trane	250900465-05	305-592-0672	eperez@trane.com	305-592-0221
Tri-Dim Filter Corp	521551452-01	772-287-3839	j.cathcart@tridim.com	787-287-3894
Tropic Supply Inc	591452203-01	954-835-6010	chuck@tropicsupply.com	954-835-6002
Universal Equipment Suppliers Inc	650237157-01	305-594-7944	info@uesrefrigeration.com	305-594-3914
W W Grainger Inc d/b/a Grainger	361150280-01	305-594-3036	gov480@grainger.com	800-459-2727
Waco Associates Inc d/b/a Waco	232386877-05	305-885-1899	plindsay@wacofilters.com	305-885-2434

III. Award History / Addendums to the Award Sheet

<u>ADD NO.</u> ↓	<u>DATE ISSUED</u> ↓	<u>EVENT</u> ↓	<u>AGENT</u> ↓
2	1/25/16	CMH Solutions Inc has been added to this pre-qualification contract. Group 1	Yuly Chaux-Ramirez with Shereece George
1	1/25/16	Award Sheet Published.	Yuly Chaux-Ramirez